



# MOTOR VEHICLE EXCISE TAX BILLING

## RELEASE NOTES – MARCH 2020

This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **MOTOR VEHICLE EXCISE TAX** module.

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# 1. QUERIES [Enhancement]



(#) is the "badge" showing the number of notes - no number means no notes



ADMINS added a notes field in the lower left corner of the **Bill Payment** and **Detail Payment** inquiry screens to draw attention to the tickler notes. To view the tickler notes, click on the **T Bill Notes-Tickler (3)** tab. See Figure 2

**2019 Motor Excise Bill Payment Inquiry**

2 Bill# 000004-00 Year 2019 X Search...

3 Owner AARON, JENNIFER K

4 Location 246 THERESA RD

5 Account - -

6 Parcel - -

Tendered Cash Back Applied Total

Cash-Coin

Cash-Paper

Check

Other

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachments Z MLCs Y Parcel/Acct Notes **T Bill Notes-Tickler (1)**

Run	Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	Adjustment	Balance	Pending
Commit# 01	41.25				41.25				41.25	
<b>Bill Totals</b>										41.25

Owner of Record: AARON, JENNIFER K, 246 THERESA RD, BELLINGHAM, MA 02019-1396

Current Owner: [Empty]

Vehicle Details: Year 2011, Make CHEV, Reg# 2MFZ40, Tax MMDD 0101, Value 1650

Informational Views: Bill Detail, Parcel Values, Sales History, Tax Rates, All Pending Pmts, Pending Adjusts, Reports

**See Notes-Tickler**

CY DELINQ

PerDiem Payment Date 20-Mar-2020 Amount Due \$ 41.25

Allow Overpayment

-- Added 01-Oct-2019 By THERESA Changed by Lkup UP

Figure 1 The query screen highlights the presence of any notes in the tickler tab (image magnified)

[ADM-AUC-RC-8471]



## 2. TABLES ▶ Combined Registration # Table [Enhancement]

Taxpayers can have multiple vehicle registrations, and as such, multiple Motor Vehicle Excise bills. To provide a consolidated list of bills for a taxpayer, use the **Combined Registration Table**.



Select **Motor Vehicle ▶ Tables ▶ Combined Registration Table (Motor Vehicle)** to group multiple bills for an owner.

See detailed instructions in the **Motor Vehicle Help Reference Library ▶ ME-195 Combined Billing Table**.



**Note: this feature allows grouping of registrations that currently exist in the bill history file. Grouping and ungrouping registrations neither adds nor removes registrations from bill history.**

Combined Registration Table

Goto...  
Actions

Primary Registration# **S94658** ACT LEASING INC  
215 SALEM ST

Current Bill Year 2019

Line#	Reg#	Owner	Address	Button
1	S94658	ACT LEASING INC	215 SALEM ST	
2	LV66772	ACT LEASING INC	215 SALEM ST	
3	LV65373	ACT LEASING INC	215 SALEM ST	
4	LV65234	ACT LEASING INC	215 SALEM ST	
5	K8883	GIROUX, PAUL J	20 BROOKFIELD LN	5 Delete
6				
7				

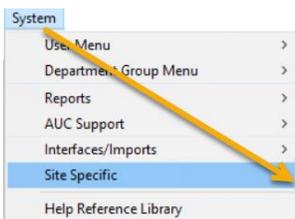
1 Add Line  
2 Add Primary  
3 Delete Primary  
4 Edit List  
0 Combined Bills

-- Added 15-Jan-2020 By THERESA Changed 15-Jan-2020 by THERESA

Figure 2 Sample Combined Billing Table allows producing a consolidated statement that may be printed or emailed

[ADM-AUC-MV-1679]

## 3. COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of live data to training. To initiate copying live to training, select:

**System ▶ Site Specific ▶ Copy Live to Training (Batch)**

This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.

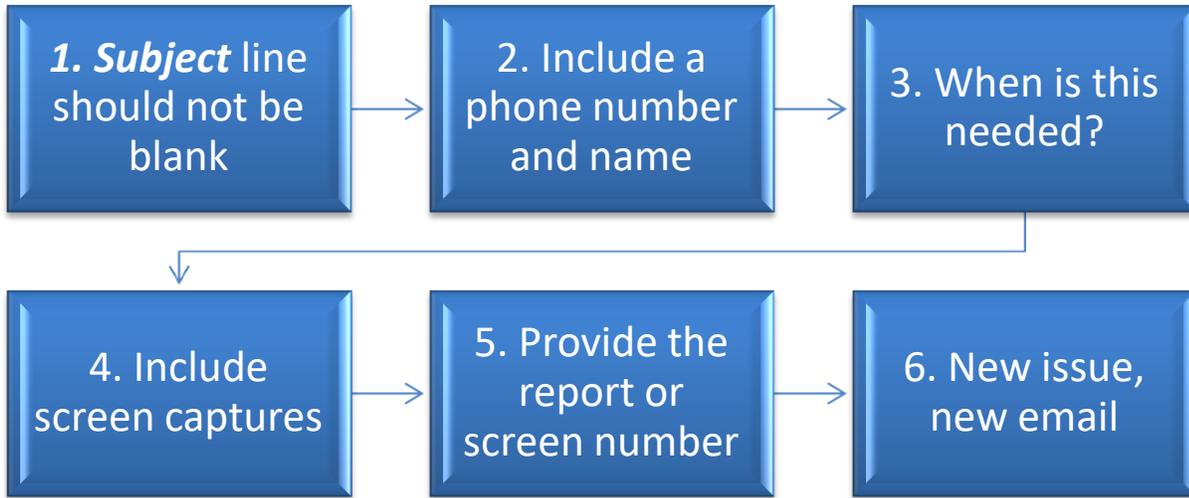


Read the detailed instructions in the **SY-175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]



## 4. WANT FASTER RESPONSE ON SUPPORT REQUESTS?



To improve the user experience when emailing [support@admins.com](mailto:support@admins.com) for assistance, please include the following information on the email:

1. A **Subject:** line should briefly describe the request – for example, **Subject: Timesheet Entry Screen help needed**, or **Subject: Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.
5. We love words, too, so describe the problem, and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.

## 5. HELP REFERENCE LIBRARY

The following documents were added to or updated in the Help Reference Library.

### 5.1. New or Updated Documents

- |                 |  |           |
|-----------------|--|-----------|
| • BILLING       | ME-195 Combined Billing Table                                    | [Updated] |
| • SITE SPECIFIC | ME-250 Cranston, RI Motor Vehicle Excise Tax Billing (section 3) | [Updated] |
| • SYSTEM        | ME-410 System Administration Kit                                 | [Updated] |